

C
O
P
Y

CONFIDENTIAL

IAC-D-95/3.1
27 June 1957
Limited Distribution

Department of State
Washington, D. C.

Administrative Circular No. 122
June 14, 1957

**SUBJECT: Authorization for IAC Agencies to Reproduce Certain
State Documents**

1. Under provisions of Section 7, paragraphs (a) and (c) of Executive Order 10501, November 5, 1953, the Department hereby authorizes any agency which is a member of the Intelligence Advisory Committee (IAC) to reproduce for its own use, or for the use of another IAC agency: (1) Intelligence Reports published by the Department's Intelligence Area which do not bear either or both a restrictive distribution or access indicator, and (2) Department of State documents such as telegrams, despatches and instructions the highest classification of which is SECRET and which bear a notation on their face that they were supplied on original distribution to the Department's Office of Libraries and Intelligence* (OLI), the Central Intelligence Agency (CIA), Army, Navy, and Air. Documents in this latter category which do not show (on the face thereof) distribution to all of these agencies may not be reproduced by a recipient agency without the specific prior approval of the Department of State.
2. In accordance with the provisions for proper accountability in Executive Order 10501, the Department will require:
 - a. That each IAC agency maintain a separate record of the SECRET documents and another of the documents of lower classification (including administratively controlled documents which are not subject to Executive Order 10501) which it reproduces for its own use or for the use of the other IAC agencies. These records should not only identify the documents reproduced, but they also should specify the date and the number of copies reproduced and their distribution outside the reproducing agency.
 - b. That copies of these accountability records be submitted on a monthly basis for the information of the Department, directed to the attention of the Chief, Division of Records Management (RM).

(L/R)

State - FD, Wash., D. C.

*Office of Libraries and Intelligence-Acquisition. (OLI)

CONFIDENTIAL